

# POSITION ADJUSTMENT REQUEST

NO. 22547  
DATE 10/7/2019

Department Human Resources Department Department No./  
Budget Unit No. 0504 Org No. \_\_\_\_\_ Agency No. 19

Action Requested: Reallocate the salary of the Workforce Services Director-Exempt (XAD3) (unrepresented) classification on the Salary Schedule from Salary Plan and Grade B85 2113 (\$10,352 - \$12,583) five merit steps and one performance step to Salary Plan and Grade B85 1009 six merit steps and no pay for performance step, and cancel Resolution Number 99/220 to exclude the outstanding pay provisions for the class

Proposed Effective Date: \_\_\_\_\_

Classification Questionnaire attached: Yes  No  / Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \_\_\_\_\_ Net County Cost \_\_\_\_\_  
Total this FY \_\_\_\_\_ N.C.C. this FY \_\_\_\_\_

SOURCE OF FUNDING TO OFFSET ADJUSTMENT \_\_\_\_\_

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Dianne Dinsmore  
\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

\_\_\_\_\_  
Deputy County Administrator. Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/7/2019

Reallocate the salary of the Workforce Services Director-Exempt (XAD3) (unrepresented) classification on the Salary Schedule from Salary Plan and Grade B85 2113 (\$10,352 - \$12,583) five merit steps and one performance step to Salary Plan and Grade B85 1009 six (6) merit steps and no pay for performance step and cancel Resolution Number 99/220 to exclude the outstanding pay provisions for the class

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

Gladys Scott Reid 10/7/2019

\_\_\_\_\_  
(for) Director of Human Resources Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: \_\_\_\_\_

\_\_\_\_\_  
(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  ~~DISAPPROVED~~

David J. Twa, Clerk of the Board of Supervisors  
and County Administrator

DATE October 22 2019

BY 

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows: